



# HOT WORK PERMIT

**This Permit is required for any temporary operation which involves open flames, produces heat and/or sparks. Operations include but are not limited to:**

- **Brazing**
- **Grinding**
- **Thawing Pipe**
- **Welding**
- **Cutting**
- **Soldering**
- **Torch Applied Roofing**

Name of Site:			
Address of Site:			
Specific Location:			
Description of Hot Work:			
Is the Hot Work being performed inside a confined space:		Yes No	<i>(Attach to Confined Space Permit)</i>
Is there a contractor performing work:	Yes No	If Yes, Name	
<b>Instructions</b>			
<b>1. Supervisor responsible for area and/or employees performing Hot Work Signs this Permit only <u>after</u> assigning specific duties as identified below.</b>			
<b>2. Verify Precautions listed on the checklist below.</b>			
<b>3. City employee retains original Hot Work Permit.</b>			
<b>4. Issue duplicate of Hot Work Permit to Journeyman.</b>			
<b>5. After completion, forward copy of Hot Work Permit to the Environmental, Health and Safety Group within seven (7) days.</b>			
<b>Assignments</b>			
Hot Work Being Performed By: (Print)		Signature	
Name of Fire Watch: (Print)		Signature	
I verify that the above location has been examined to prevent fire (checklist), the person performing the hot work is competent and the person assigned to fire watch has been trained in their specific duties. I hereby authorize permission to perform Hot Work.			
Supervisor (Print)		Signature	
Date Started:		Time Started:	
Time Completed:		Fire Watch Ended:	

**IF PRECAUTION CHECKLIST IS NOT VERIFIED OR PRECAUTIONS  
CAN NOT BE MADE SAFE  
DO NOT PROCEED!**



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## CHECKLIST

- ☐ Fire hoses and/or fire extinguishers are present and operable.
- ☐ Hot Work equipment is good condition.

## REQUIRMENTS WITHIN 35 FEET OF WORK

- ☐ Flammable liquids, dust, lint and oily deposits are removed.
- ☐ Explosive atmosphere in area eliminated.
- ☐ Floors clean.
- ☐ Combustible floors wet down and covered with damp sand or fire-resistant tarps or metal shields.
- ☐ All walls and floor openings covered.

## WORK ON WALLS OR CEILINGS

- ☐ Construction is noncombustible and without combustible covering or insulation.
- ☐ Combustibles on other side of walls moved away.

## WORK ON ENCLOSED EQUIPMENT

- ☐ Enclosed equipment cleaned of all combustibles.
- ☐ Containers purged of flammable liquids and/or vapors.

## FIRE WATCH MONITORING

- ☐ Fire watch supplied with suitable extinguisher.
- ☐ Fire watch trained in the use of required equipment, sounding alarm and summoning Fire Department.

***Fire watch must observe the site a minimum of thirty minutes (30) after hot work is completed.  
Fire watch must sign off after work is completed and the site is found to be safe.***

<b>Fire Watch (Print)</b>		<b>Signature</b>	
Time Hot Work Completed:		Fire Watch Ended:	